

DATE: JULY 08, 2011

INS11052

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FINANCIAL REPORTING SPECIALIST I
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
FINANCIAL ACCOUNTING
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION PERFORMS PROFESSIONAL ACCOUNTING WORK AT THE FULL PERFORMANCE LEVEL. PERFORMS ACCOUNTS PAYABLE PROCESSING THROUGH WVFIMS. PREPARATION OF AGENCY BUDGET WHICH INCLUDES FILING APPROPRIATION REQUESTS, AMENDMENTS EXPENDITURE SCHEDULES, AND OTHER RELATED BUDGET DOCUMENTATION. ASSIST IN PREPARING FINANCIAL STATEMENT IN ACCORDANCE WITH GAAP ON A MONTHLY AND ANNUAL BASIS. PROVIDES ASSISTANCE TO EXTERNAL AUDITORS PERFORMING AUDITS OF GAAP STATE FINANCIAL STATEMENTS. ASSISTS WITH THE ADMINISTRATION OF ACCESSWV. PREPARES OR REVIEWS A VARIETY OF PROFESSIONAL ACCOUNTING AND OTHER REPORTS THAT RELATE TO PROCEDURES, INVESTMENTS, FINANCIAL POSITIONS AND OPERATIONAL RESULTS. USES WVFIMS AND DESIGNS REPORTS USING CRYSTAL TO EXTRACT DATA FOR DETAILED ANALYTICAL REVIEWS. PREPARES REPORTS AND SUMMARIES OF FINDINGS FOR VARIOUS PROJECTS. PERFORMS MONTHLY RECONCILIATIONS USING PERSONAL COMPUTER SOFTWARE SPREADSHEETS. CODES AND PROCESSES DEPOSITS, TRANSFERS, REFUNDS AND DISBURSEMENTS THROUGH WVFIMS. ASSISTS WITH THE FORMAL DOCUMENTATION OF POLICIES AND PROCEDURES USING WORD PROCESSING SOFTWARE. CHECKS SCANNED DOCUMENTS FOR ACCURACY. ESTABLISHES AND MAINTAINS EFFECTIVE WORKING RELATIONSHIPS WITH AGENCY PERSONNEL, INTRA-GOVERNMENTAL PERSONNEL AND THE PUBLIC SECTOR. PERFORMS RELATED DUTIES AS ASSIGNED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH AT LEAST 24 HOURS IN ACCOUNTING. PREFERENCE MAY BE GIVEN TO APPLICANTS WITH CPA CERTIFICATION, A MASTER OF PROFESSIONAL ACCOUNTANCY OR A MASTER OF BUSINESS

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ADMINISTRATION.

EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT
PART-TIME PAID EXPERIENCE IN PREPARING OR
AUDITING GAAP BASED AUDITED FINANCIAL STATEMENTS
OR MAINTAINING ACCOUNTING SYSTEMS WHICH SUPPORT
THE PREPARATION OF GAAP BASED AUDITED
FINANCIAL STATEMENTS WHICH INCLUDED SUBSTANTIAL
EXPERIENCE WITH APPLICABLE PC SOFTWARE.

SUBSTITUTION: SUCCESSFUL COMPLETION OF GRADUATE
STUDY IN THE ABOVE AREAS MAY BE SUBSTITUTED FOR
THE REQUIRED EXPERIENCE ON A YEAR-FOR-YEAR BASIS.

SALARY: PAY GRADE 015 \$31,164.00 - \$57,660.00

DEADLINE: JULY 19, 2011

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
CAMMIE WHEELER
PO BOX 50540
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS11052 ON APPLICATION